

CORRECTED COPY
MISSISSIPPI AIR NATIONAL GUARD
MILITARY POSITION ANNOUNCEMENT
Air Active Guard/Reserve (AGR)
(Statewide)

OPENING DATE: 28 May 2014 **ANNOUNCEMENT NO:** 14-0506
CLOSING DATE: 11 June 2014 **POSITION TITLE:** Training Technician

MINIMUM GRADE: SSgt/E5 **MAXIMUM GRADE:** MSgt/E7
LOCATION OF POSITION: 186 ARW, Meridian, MS
MILITARY ASSIGNMENT REQUIREMENT: Enlisted
REQUIRED AFSC: 3S2X1 Required ASVAB score General: 59

GENERAL:

This position is located in the Base Training Office at an ANG flying wing. The purpose of this position is to prepare, process, monitor, perform, and carry out programs or significant portions of programs under the direction of the Base Education and Training Manager..

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)
Accomplishes formal training actions through the Pipeline Management System (PMS). Validates completed formal school applications. Enters eligible personnel into upgrade training (UGT) and ensures continued eligibility for training. Reviews ANG formal school allocations through the Training Opportunities Network (TOPNET) and Electronic Training Catalog Application (ETCA). Maintains generated listings of personnel attending school. Coordinates with higher headquarters, as necessary, to support formal school requirements for mandays and funding. Receives course booking forms and line numbers. Assists students with preparations to enter school, including preparing orders and out processing students. Serves as unit point of contact to resolve any problems encountered by students during formal training courses. Receives formal school student training reports on students, and graduation certificates upon completion of training, and forwards them to the unit training manager. Monitors the Extension Course Institute (ECI)/Career Development Course(CDC) program in regard to ECI policies; provides advice to commanders, supervisors, and unit training managers on matters pertaining to ECI/CDC programs. Conducts quarterly inventory of safe containing CDC test material in accordance with regulatory guidance. Enrolls personnel in CDC courses and monitors progress. Implements and distributes periodic changes in training and assignment requirements from USAF, as well as notification of Air Force Specialty Codes (AFSC) consolidation. Performs in-processing and out-processing actions for personnel departing for, and returning from all service schools. Performs other duties as assigned.

APPLICATION INSTRUCTIONS: All applications must be submitted to:

Military Department, State of Mississippi, ATTN: JFH-MS-HRM, P O Box 5027, Jackson, MS 39296-5027, if using United States Postal Service (USPS).

If ground delivery is used (UPS or FEDEX), submit to:

Military Department, State of Mississippi, Attn: JFH-MS-HRM, 1410 Riverside Drive, Jackson, MS 39202-1237.

Applications must be received by the Human Resources Office no later than 1630 hours on the closing date. Government postage paid envelopes or facsimile machines will not be used to submit applications.

Applicants must submit the following forms:

1. NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, signed and dated.
2. AF Form 422, Physical Profile Serial Report. (Also submit an AF Form 469, Duty Limiting Condition Report, if currently on a temporary physical profile.)
3. ANG Fitness Assessment Results.
4. RIP - Report Individual Personnel.

NOTE: Point of contact for additional information is CMSgt Miller, commercial (601) 313-6195 or DSN 293-6195. Individuals who do not meet the minimum qualifications will not be considered.

SUPPLEMENTAL PREREQUISITES:

1. Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Must have physical exam approved by State Air Surgeon prior to entry into the AGR program.
2. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
3. Military grade will not exceed the maximum military duty grade authorized on the UMDG for the position.
4. Eligibility/Mandatory requirements for this AFSC are located in the current Air Force Enlisted Classification Directory (AFECD).

EQUAL OPPORTUNITY: The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status.